GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Finance Department - Budget - Budget Estimates 2020-21 – Comprehensive instructions for the preparation of Budget Estimates and submission on-line – Issued.

FINANCE (BUDGET-I) DEPARTMENT

G.O.Ms.No.155 Dated: 11.12.2019

Read the following:

ORDER:

According to Para 13.19.1 of A.P. Budget Manual, the Heads of Departments and other Estimating Officers should prepare their estimates for both receipts & expenditure in duplicate & send one copy direct to the Finance Department, and the other to the Administrative Departments of the Secretariat concerned. The Heads of Departments & other Estimating Officers have to prepare and submit the Budget Estimates for FY 2020-21, as per Para 13.19.1 of A.P. Budget Manual and as per the instructions given in this order.

2. **Revenue & Capital Classification** - Article 202 of the Constitution requires that revenue & capital expenditure should be shown separately in the budget. It is, therefore, incumbent, on the State to continue revenue – capital classification and the same shall be followed by all the Heads of Departments & other Estimating Officers

3. **Economic Classification** – Economic Classification of budget is used for categorizing government expenditure service-wise into (1) General Services (2) Social services & (3) Economic services. This classification is useful for economic analysis & to determine how these transactions influence behaviour of other sectors of the economy as a whole. This would continue in the current exercise.

4. **Functional classification (detailed heads for grants)-** This signifies broadly the function of the government for which the expenditure is incurred & the activities on which the expenditure is incurred. It comprises seven tiers – with hierarchy of Major, Sub-Major, Minor, Group Sub-Head, Sub Head, Detailed Head & Sub Detailed Head. It forms a two dimensional classification where the expenditure is classified into object heads for each functional head. This would continue too in the current exercise.

5. **Strategy** -The focus would be on top-down budgeting where the resource priorities are guided by short, medium & long term objectives. Yearly, sectoral priorities and allocations shall also accordingly be set. Based on the allocations, the Departments shall set a rolling outcome / output frame work.The Finance Department will compile &consolidate the medium term fiscal targets & MTEF statements. It also will prepare an additional statement indicating demand-wise revenue & capital expenditure targets for the projected years. The central share for the schemes will be routed through State Treasuries

as grants-in- aid under various object heads except in case of Direct Benefit Transfers where the functional heads would be used. In such cases, mapping of allocations under CSS not routed through state treasuries will have to be done.

6. **Approach:** The government has initiated a comprehensive programme of action for sustainable & inclusive growth and development through an integrated strategy encompassing growth, development, equity, welfare and good governance. The development vision is manifest in the comprehensive welfare agenda, the Navaratnalu, which has cross cutting themes covering farmers' welfare; education for all; affordable healthcare for all; housing for all; women empowerment; youth empowerment; and welfare measures for all other sections of the society. The state government has placed special focus on improving the human development indicators on a saturation mode. Strengthening the social security net is another priority area of the government. To bridge the rural-urban divide, government has put emphasis on reduction of poverty & unemployment in rural areas by stimulating local economic development and enhancing basic services.

6.1 The government has placed equal focus on leveraging the driver of investments in capital works, across all the key sectors, for improving the infrastructure & stimulating demand & employment, thereby leading to a higher growth trajectory. The government is committed to revamping the governance system in an unprecedented manner through: freedom from corruption; empowerment of the people through their participation in project monitoring; transparency in procurement and contract management and service delivery; responsive governance with a commitment to intensive monitoring of implementation and results while ensuring effective financial management.

6.2 The government has also launched path breaking institutional mechanisms to strengthen local bodies by devolving functionaries to the local bodies through Village and Ward Secretariats, which embody the implementation of the principles enunciated in Article 40 and Article 243 of the Constitution.

6.3 The approach of the government as mentioned supra and the budgetary requirement it necessitates shall be adequately reflected and provisioned by all the Heads of Departments and Other Estimating Officers, while preparing the estimates for 2020-21.

7. To supplement the government's development strategy, various budgetary planning instruments such as Zero-based & Performance-linked Budgeting were invoked in budgetary exercise for 2019-20. These shall be consolidated & expanded during the budget exercise this year. In order to ensure streamlined budget management system & to facilitate timely availability of funds to the implementing agencies, the government has introduced Comprehensive Budget Release Order (CBRO) system for releasing the approved budget for all quarters & which shall be continued with the modifications warranted. Furthermore, the budget exercise shall take a multi-year perspective, in line with the governments medium term vision, to realize medium-term targets through meticulous planning.

8. All the Departments are expected to align their allocations with the approach of the government. They shall substantiate, defend and justify continuation of their programs & the budgetary allocations proposed by them. For each program, the department must exhibit the various levels of service that could be provided with different levels of funding.

9. Revised Estimates for 2019-20: The Revised Estimates for 2019-20 should be prepared, as realistically as possible, with reference to the following instructions, instead of repeating the previous year's budget figures in a routine way.

9.1. Progress of expenditure during the first eight months of the financial year;
9.2. Expenditure likely to be incurred during the remaining months of the financial year;
9.3. Additional funds proposed to be obtained as Supplementary Grants;
9.4. Re-appropriation or resumption of funds already made or proposed to be made;
9.5. New schemes that are sanctioned during the course of the financial year;
9.6. New heads of account opened during the year either for booking expenditure on new schemes or for accommodating any adjustments and the new heads of account opened while distributing existing lump sum provisions; and
9.7. Any other relevant factors that will materially affect or have a bearing on the expenditure during the financial year.

10. Each of these factors should be spelt out in sufficient details by uploading/ enclosing copies of the relevant orders. In short, the revised estimates should represent the anticipated expenditure of the year, with reference to all relevant post-budget developments, and should closely correspond to the actual expenditure. As the closing balance of the year is worked out with reference to the revised estimates, any significant variation between revised estimates and actual expenditure would upset the Ways and Means forecasts. On account of financial constraints, the Revised Estimates in the aggregate should not normally exceed the Budget Estimates.

11. Budget Estimates 2020-21: All Heads of Departments and Estimating Officers should personally ensure that estimates are prepared with utmost care, taking into account all aspects that are normally available at the time of estimation so as to avoid instances of huge variations between estimates and actuals.**The budget estimates of expenditure should be prepared as accurately as possible so that the amounts proposed for each function, programme or scheme does not turn out to be either excessive or inadequate later on**. The attempt should be to assess the precise requirements with reference to all available data. The revised estimates proposed for the year should form the basis for preparing budget estimates for the coming year, making due allowance for any special factors. Thus, if the current year estimates provide for any non- recurring items of expenditure, a corresponding reduction should be made in the Budget Estimates for the coming year. **The variations between the Revised Estimates for 2019-20 and the Budget Estimates for 2020- 21 should be clearly and precisely explained in the remarks column. Otherwise any proposed increase will not be considered.**

12. Economy: All HoDs and the Controlling Officers are advised to ensure due economy and prudence in expenditure. They shall critically review the programmes/schemes/works and justify their continuance. The Heads of Departments/Estimating Officers should note that it is the primary responsibility of the Officers concerned to rationalize the process of implementation of programmes/schemes/works.

13. In this exercise, some schemes may have to be wound up and some others merged with or transferred to the activities of other Departments. This should give an opportunity to critically review the activities of each department. In order to ensure effective and optimum utilization of resources, it is necessary to observe economy in expenditure and also avoid such expenditure which does not result in benefits commensurate with the expenditure. HoDs and other Estimating Officers are therefore, advised to analyze the expenditure incurred on all non-salary items and make efforts to save at least 10% of the expenditure for the next financial year. For any deviation in this regard they must give substantial justification. They are requested to frame the Revised Estimates 2019-20 and Budget Estimates 2020-21 accordingly, keeping in view the above measures.

14. Receipts: According to para 13.8 of the AP Budget Manual, the HoDs and other Estimating Officers should prepare budget estimates for receipts based on the existing rates of taxes, duties and fees, etc. and no increase or reduction in such rates which has not been sanctioned by the government should be proposed. The information shall be furnished in the enclosed **Proforma–A.** In addition, arrears of collections which are likely to be collected in the current year are also to be projected.

15. All the HoDs and Other Estimating Officers are requested to furnish proposals for Revised Estimates 2019-20 and Budget Estimates 2020-21 in respect of Revenue Receipts and Loan Receipts with which they are concerned by giving full details of targets fixed as per performance indicators for each department. All the HoDs may explore new base for improving their receipts and curb the leakages from bottom to top level by strict vigilance and improve the performance of the employees by fixing required personal performance indicators at each level.

16. Revenue Expenditure

16.1 Revenue Expenditure is an expenditure which neither creates assets nor reduces liability. It includes expenditure incurred on normal running of government departments and maintenance of services.E.g., Salaries of employees, interest payment on past debt, subsidies, pension, grants, transfers, education and health services, etc. These are broadly financed out of revenue receipts. **(Proforma-B1).**

16.2 Revenue expenditure is recurring in nature, as against capital expenditure which is long period expenditure and non-recurring in nature.Capital expenditure is incurred for creation of assets and reducing future liability i.e. loan repayment.

16.3 All the HoDs and Other Estimating Officers are requested to critically review the Revenue Expenditure of the ongoing schemes. The schemes which do not serve any substantial tangible purpose are to be dropped/phased out/ reduced with suitable justification provided to Finance Department. Availability of surplus staff shall be informed to the Finance(HR.I) Department.

16.4 The committed expenditure (Fixed Costs – Staffing, maintenance, rents, vehicles, water, electricity, etc.) has to be budgeted for every operational unit of every department – starting at the lowest level and moving up to HoD. The provisions for Dearness Allowance, Leave Travel Concession, House Rent Allowances, Encashment of Earned Leave, Medical Reimbursement, etc. shall be included under respective sub-detailed heads under"010Salaries".

16.5 The estimates for contingent expenditure shown under "Office Expenses" should be prepared with reference to the instructions laid down in para 13.16 of the A.P. Budget Manual. Details of the items of expenditure included, detailed reasons together with figures should be furnished along with the actuals for the past three years in respect of each item. Proper attention must be paid while estimating water and electricity charges which should take into account pending arrear bills, the increase in tariff rate, etc. and provision for the amounts that will become payable in the year. Wherever arrears are included, detailed reasons together with figures would be furnished in the explanatory note.

16.6 Departments shall strive to effect further economy and savings under Revenue Expenditure. Such savings shall be permitted to be retained by the department concerned and would be reallocated for their Capital Expenditure.

17. Experience shows that every year many Departments furnish the estimates in a routine manner without examining the need for continuation of schemes and justification for provisions claimed by them. In view of the need to observe strict economy in expenditure, it has been decided to make a thorough review of the budget proposals furnished by the Departments. The HoDs and other Estimating Officers are, therefore, requested to furnish the following information without fail in the column – 6 of **Proforma-B1** provided for recording justification.

17.1 Objectives of the scheme or work of the Department;
17.2 Relevance of the programme to the overall objective in the present context;
17.3 Justification for various categories of posts and number of posts in each category as existing in the scheme or Department; and
17.4 Consequences of its non-funding.

18. Utility Payments: Each HoD/Office/Unit/DDO shall be personally responsible for utmost economy under all sub heads under `Non- salary O&M'. They should take special care to ensure that utility charges for water supply, electricity, telephones, petrol, rents, etc. are calculated in accordance with the latest rates and adequate provision is made to meet their pending and future liabilities.

18.1 The treasury officers are hereby instructed to ensure that no payments are authorized over and above the budget provisions. Any expenditure more than budgetary allocation under any sub head shall be recovered from the person who authorizes such excess expenditure as identified by the Head of Office/DDO. If the Head of Office/DDO fails to identify such a person and effect recovery, the HOD shall recover the excess amount from the Head of Office/DDO concerned.

18.2 It has also been noticed that utility payments to statutory authorities and rents to landlords are delayed for months and years and allowed to accumulate as arrears which are then claimed as pending bills. The government views this practice with great concern. It is, therefore, ordered that each Head of Office shall be personally held responsible for timely and full payments on these items. Non-payment beyond three months shall be viewed as gross negligence and disciplinary action shall be initiated against those responsible. In any case, if the bills are not settled within the financial year, the budget provision will lapse and no carry forward of the liability shall be allowed. Accordingly, the HoD shall issue proceedings for summary recovery of pending liability from the pay bill of the officer concerned and the treasury officer shall effect such recovery and report to the HoD Proforma-VII.

19. **Energy Saving Devices:** It has become imperative that government offices use utmost economy in consumption of energy. All HoDs/Heads of Offices are required to keep a check on power consumption. Recent improvements in technology have brought out many energy-saving devices that are based on conventional as well as non-conventional sources. All HoDs are requested to take up a phased program to convert their offices to low- energy consumption devices and effect savings in their energy charges in the long run. They may get in touch with the Energy Department who is being asked to provide the necessary information and guidance in this regard. Proposals if any, for non- conventional energy may be furnished by the Departments for further consideration of Finance Department.

20. **Personal Entitlements:** Government has already fixed norms for official and residential telephones, monthly petrol/diesel quotas, hiring of vehicles, vehicle maintenance, newspapers/ magazines, etc. for different categories of officers. It has been noticed that in several instances expenses higher than entitlement are claimed. It is clarified that reimbursement would be limited to the permitted scale only.

21. **Capital Budget:** The state government is having a clear vision and approach for Capital Expenditure. It is intended to improve the infrastructure facilities in primary sectors – Housing, Drinking water, Education, Health, Roads and Transport - which will improve the living standards of the people and facilitate speedy industrialisation of the state economy. To achieve these goals, the Capital Budget shall be prepared keeping in view the following: **(Proforma-B2).**

21.1 An expenditure which either creates an asset- physical or financial- and is determined by ownership criteria or reduces liability (e.g., repayment of loan) is called capital expenditure. Capital expenditure which leads to creation of assets are (a) expenditure on purchase of land, buildings, machinery, (b) investment in shares, loans by Central government to state government, foreign governments and government companies, (cash in hand) and (c) acquisition of valuables. Such expenditures are incurred on long period development programs, real capital assets and financial assets. This type of expenditure adds to the capital stock of the economy and raises its capacity to generate future income. These expenditures are met out of capital receipts of the government including capital transfers from rest of the world.

21.2 Capital Budget proposals must be based on mission goals, medium term development objectives, and service delivery benchmarks.

21.3 Classification of investments on creation of assets as Capital expenditure. Prioritization of financing options – Public – Centre & State/ EAP / NABARD / HUDCO / Private/ Public Private Partnership, etc.

21.4 Every Department / HOD shall ensure to provide higher Capital expenditure in their budget.

22. Sub-Plans for Scheduled Castes, Scheduled Tribes and Backward Classes: Upto 2016-17, the State government implemented SCSP, TSP, BC Sub Plan based on the outlay of the State Plan as per their population ratio in the State. The allocation for these sub plans was done based on allocation made for both Centrally Sponsored Schemes and State government schemes. The distinction between Plan and Non Plan was removed from the fiscal year 2017-18. The state government has maintained the allocation for SCSP, TSP and BC Sub plan not lower than the amount provisioned in the budget estimates for 2019-20. The Social Welfare Department, Tribal Welfare Department and BC Welfare Department, which are Nodal agencies for SCSP, TSP and BC Sub-plans respectively, are to follow the same practice while preparing the estimates for 2020-21.

23. **New Schemes:** In the case of new schemes introduced during the year 2019-20, the dates of introduction and the estimated expenditure for the current year should be mentioned in the remarks column. If provision is included in the Revised Estimates for the current year for any new item of expenditure not provided for in the Budget Estimates of the year, it should be clearly stated in the 'Remarks' column whether it has been sanctioned by the competent authority and if so, the number and date of the proceedings sanctioning the expenditure should be quoted in every case **(Proforma–B3).**

24. All new schemes for which provisions are proposed in the Budget Estimates for the first time, necessary details on which the requirement of funds is based, and copy of the relevant Government Orders sanctioning the scheme should be furnished. As far as possible, lump - sum provision should not be proposed.

25. The HoDs shall review the eligibility and financial assistance under welfare programs, technical assistance schemes, operation and maintenance costs, developmental and economic support programs, etc. with a view to bring about greater efficiency in deployment of limited resources indicated through the allocation for each department and more effective coverage to achieve targeted outputs and outcomes.

26. Budget Achievements: The departments shall furnish details about the quantum of work done by them, the physical targets achieved under the scheme during 2017-18 & 2018-19, the physical targets proposed to be achieved during 2019-20 and 2020-21 **(Proforma–C).**

27. APFRBM Rules, 2006: As per rule 6(1) of APFRBM Rules, 2006, the state government shall at the time of presenting the Budget make following disclosures as required under Section 10 of APFRBM Act 2005.

i. Form D-7 Statement of Assets **(Proforma–D).**
ii. Form D-8 Tax Revenues raised but not realized **(Proforma– E).**
iii. Form D-9 Statement of Miscellaneous liabilities outstanding **(Proforma–F).**

28. All the HoDs and Estimating Officers are therefore requested to furnish the relevant information in the prescribed Proforma appended to this order along with the Budget Estimates 2020-21 invariably as these statements have to be presented to the Legislature.

29. Responsibility for the accuracy of estimates:

29.1 It is the responsibility of the HoDs and Other Estimating Officers to see that no omissions or deviations are made in making of provisions for any sanctioned scheme or any other item of expenditure covered by sanction of the competent authority. Similarly, no provision should be made in the Estimates for any item of expenditure for which no sanction of government exists.

29.2 Provision should be made in the Budget Estimates for the coming year for all sanctioned schemes but not for schemes of new service, which have been submitted to government but not yet sanctioned. It has, however, been observed that the above procedure is not being followed by some HoDs. Certain Departments have also been proposing heavy increases in the existing provisions in the normal budget estimates without obtaining prior sanction of the government. Provision included in the Budget Estimates for the schemes which have not been sanctioned by the government are liable to be summarily rejected and no correspondence will be entertained on this account.

29.3 The HoDs / Other Estimating Officers are requested to observe the instructions in para 13.19.1 of the Budget Manual scrupulously while submitting the Budget Estimates 2020- 21.

29.4 While minor increases based on trends of actuals and admitted needs may be allowed, increases involving substantial amounts proposed over the existing

provisions should be supported by government orders sanctioning the increase duly enclosing copies of the relevant government orders.

30. Contract / Out sourcing Personnel:

30.1 The HoDs/ Estimating Officers shall ensure that sufficient provisions are made under the detailed head "300-Other Contractual Services" towards payment of remuneration to the persons appointed on contract/outsourcing basis. They are requested to furnish the relevant orders issued by the competent authority for engaging the persons on contract/outsourcing basis while proposing provision in the Budget.

30.2 They shall also furnish calculation sheet consisting of rate of contract, period of contract, no. of persons engaged on contract, outsourcing and the total amount required towards payment of remuneration in respect of each sanction order based on which they are proposing provision in the Budget.

31. Explanations for variations in figures: Estimating Officers are requested to furnish brief and clear explanations for material variations between the Budget and Revised Estimates of the current year and the Budget Estimates for coming year both under Receipts and Expenditure. They are informed that in the absence of explanations, any increase of expenditure included in their estimates is liable to be summarily rejected. While submitting the estimates, the variations, if any, between number and designation of the staff for which provision is made in the estimates and those already furnished by the Estimating Officers in the number statements should be explained in detail with reference to the orders sanctioning the additional staff.

32. Estimates for Works: Provision should be made in Part – I of the Budget for works which have been sanctioned by the government or the competent authority. All the Chief Engineers are requested to give full information as to whether the works for which provision is included by them in the Revised Estimates 2019-20 are for repairs to the existing buildings or new works or works in progress, and whether the works have been sanctioned by the government or competent authority. The number and date of order sanctioning each work, the amount of estimate both - original and revised, the total expenditure incurred on work to the end of the preceding financial year, and the amount required for expenditure during the current year and next year should invariably be given in the remarks accompanying the Budget Estimates. If complete information is not furnished in **Proforma-G** prescribed, in the case of any particular work, the provision proposed for will be omitted by the Finance Department. **The Chief Engineers/Administrative Departments should not forward proposals for any new works along with the budget proposals, unless government specially clears them.**

33. Special Points: The attention of all Secretariat Departments, Head of the Departments and Estimating Officers are invited to the following special points:

33.1 Avoid speculative estimations or over / under projections.

33.2 The CASP Schemes discontinued by *the* Government of India shall be reviewed critically. If it is necessary to continue a particular scheme in public interest, the department has to prepare estimates following the principles of zero based budgeting.

33.3 Collect full details of pending bills and review their genuineness. Priority be given for allocation of funds for these pending bills

33.4 Separate estimates shall be sent for providing funds for Fixed Travelling Allowance under the new sub detailed head "114 - Fixed Travelling Allowance" in Revised Estimates 2019-20 and Budget Estimates 2020-21 as per instructions issued in this Department Memo.No.16240 / 642 / BG / A1 / 2002- 2, dated 25-11-2002. Similarly, requirement for conveyance allowance shall be proposed under "110/115 Conveyance Allowance".

33.5 All the Utility Payments i.e., Postage, Telephone, Water and Electricity Charges are to be fully provided under respective sub detailed heads 131- Service Postage, Telegram and Telephone Charges, 133 - Water and Electricity Charges under the detailed head 130 – Office Expenses as first charge under non-salary component.

33.6 The provision required for payment of "hiring charges of Private Vehicles" shall be made under the sub detailed head "130/134 - Hiring of Private Vehicles" based on the sanction orders. No provision shall be proposed under this head without specific sanction from the government for hiring of private vehicles for the department for a specific period **(Proforma-VIII).**

33.7 Provision for non-recurring items (furniture, equipment, etc.) of expenditure should not be repeated merely on the basis of average expenditure for the previous years, but should be restricted to the actual requirement.

33.8 The HoDs are requested to ensure that the amounts allocated for supply of uniform to the "Office Subordinates" under the detailed head "250 Clothing Tentage and Stores" shall be utilized for the same purpose without diverting for other purposes.

33.9 The provision required for payment of obsequies to the family of the deceased government employees shall be made under the sub- detailed head of account 310– Grants-in-aid - 318 – Obsequies Charges". The provision required for payment of contribution and subsidies shall be made under the detailed heads "320-Contributions and 330 – Subsidies respectively and not under sub-detailed head 312 – Other Grants – in- aid". The provision for creation of capital assets which is to be passed on to the local bodies and other agencies has to be classified under Sub Detailed Head "319 Grants for creation of Capital Assets" under the detailed head "310 Grants- in-aid".

33.10 Provision for maintenance of office vehicles to be made under the Sub Detailed Head "511 Maintenance of office vehicles" and the provision for Purchase of new motor vehicles has to be proposed under "512 Purchase of Motor Vehicles" under the detailed head 510 Motor Vehicles. However, the provision for purchase of motor vehicles shall be supported by specific sanction order from the government and the provision for maintenance of motor vehicles shall be supported by statement from the Head of Department with regard to the number of vehicles available in the department (Proforma-IX).

33.11 Where any large provision is proposed in respect of outstanding liabilities or arrear payments, full details should be furnished and the original sanction for incurring such expenditure should invariably be quoted.

33.12 **Future expenditure commitments on account of major policy changes:** Departments are requested to indicate the future expenditure commitments on account of the major policy changes made by the government in the financial year 2019-20, along with estimates of 2020-21.

33.13 Where any expenditure is dependent on finance from outside the state like Government of India, NABARD, etc. estimates should be based only on the last year's actual release to the State or on the basis of actual need whichever is lower and not on hypothetical figures. In such cases, it is necessary to indicate specifically whether the entire amount or only a part of the amount is reimbursable from these agencies and whether this amount has been taken credit in their estimates of Revenue.

33.14 **Scrutiny of estimates by the Administrative Department of Secretariat**: The Administrative Departments of Secretariat are requested to scrutinize the estimates of Departments under their control and forward to this Department with their comments thereon. The object of examination by the Administrative Departments is to detect excessive or inadequate provision in the Revised Estimates and Budget Estimates which they are in a position to do in the better way in view of their more intimate knowledge of working of Departments under their administrative control.

33.15 The Departments are requested to send proposals for Revised Estimates 2019-20 and Budget Estimates 2020-21 rounding of the figures to the nearest thousands of rupees against each sub-detailed head.

33.16 The HoDs are requested to send their proposals promptly, particularly in respect of recoveries of loans and interest receipts. They should send proposals for recoveries and disbursements under loans and advances and interest thereon based on the terms and conditions, imposed in the government orders sanctioning the loans **(Proforma-X).**

33.17 The Secretariat departments/HoDs shall ensure submission of relevant documents/orders in support of the budget estimates proposed by them.

34. Government have issued orders vide G.O.Ms.No.69, dated 14.08.2019 to implement the revised structure of Object Heads – Detailed Head (DH) and Sub- Detailed Head (SDH) from the current financial year 2019-20. Certain DH/SDHs have been withdrawn from further use. The lists are available in the said G.O. Therefore, all the Departments of Secretariat, HoDs, PD Administrators and the officials dealing with the Budget are requested to study the Annexures of said G.O. carefully and furnish proposals for Revised Estimates 2019- 20 and Budget Estimates 2020-21 as per G.O.Ms.No.69, dated 14.08.2019 and G.O.Ms.No.146,Dt: 08.11.2019.

35. During the reviews in the run up to the full Budget 2019-20, a strong need for granularity, classification of expenditure and understanding the items of expenditure across various programmes, schemes and organizations was identified. Vide G.O.Ms.No.99, Finance (C&DM) Department dated 14.08.2019 and G.O.Ms.No.145, Finance (C&DM) Dept, Dt:08.11.2019, it was mentioned that the Detailed Head (DH) and Sub-detailed Head (SDH) strings of the HOA can be further used, where needed, to define granularity and will be determined from time to time, at the time of opening a PD Account / PD Account maintenance. Therefore, all the PD Administrators and the officials dealing with the Budget are requested to propose granularity, classification of expenditure and understanding the items of expenditure across various programmes, schemes and organizations.

36. Date of submission of Estimates through online: The Estimates should be submitted to the Administrative Departments of the Secretariat concerned through online **(http://www.apfinance.gov.in and https//apbudget.apcfss.in)** not later than **25-12-2019.** The Administrative Departments of Secretariat would forward the estimates with their comments to the Finance Department by **30-12-2019** at the latest. The Budget Estimates including Number Statements sent to Finance Department manually without uploading through online will not be taken cognizance of. Please log in using your HOD Code as User ID and password is budget@2021.

37. Experience has shown that in spite of clear instructions, the Budget proposals in most of the cases are sent very late. Steps should, therefore, be taken to ensure that the dates prescribed above are strictly adhered to. If Estimates are received after **30-12-2019**, Finance Department will not be able to intimate any changes in the estimates of Departments as there will not be sufficient time for considering representations against changes effected by this Department.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. K.V.V. SATYANARAYANA

SPECIAL SECRETARY TO GOVERNMENT (B&IF)

To

All Departments of Secretariat.

All Heads of Departments and Estimating Officers.
The Registrar, High Court Judicature, Andhra Pradesh at Amaravati.
The Secretary to Governor, Raj Bhavan, Vijayawada.
The Registrar, Lokayukta, Hyderabad.
The Secretary, APPSC, Vijayawada.
Copy to : All Officers in Finance Department.
The Chief Executive Officer, APCFSS, Ibrahimpatnam
All Finance Sections.
PS to Hon'ble Chief Minister
PS to Chief Secretary to Government
PS to Hon'ble Minister for Finance.
PS to PFS / Spl. Secy.(B&IF), Finance Department.
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER

Proforma - A - RECEIPTS

Name of the HOD :

Administrative Department of Secretariat:

(Rupees in lakhs)

Major head, Sub-Major head Minor head, Sub- head and Detailed head of Account	Accounts 2018-19	Budget Estimates 2019-20	Revised Estimates 2019-20	Budget Estimates 2020-21
(1)	(2)	(3)	(4)	(5)

Proforma - B1 - EXPENDITURE REVENUE

Demand No.

Name of the HOD:

Administrative Department of Secretariat: Name of the Scheme :

(Rupees in Lakhs)

Major head, Sub-Major head Minor head, Sub- head Detailed head and Sub- detailed head of Appropriation	Accounts 2018-19	Budget Estimates 2019-20	Revised Estimates 2019-20	Budget Estimates 2020-21	Justification
(1)	(2)	(3)	(4)	(5)	(6)

Proforma - B2 - EXPENDITURE CAPITAL

Demand No.

Name of the HOD:

Administrative Department of Secretariat: Name of the Scheme :

(Rupees in lakhs)

Major head, Sub- Major head Minor head Group Sub- head, Sub-head Detailed head and Sub-detailed head of Appropriation	Accounts 2018-19	Budget Estimates 2019-20	Revised Estimates 2019-20	Budget Estimates 2020-21	Justification
(1)	(2)	(3)	(4)	(5)	(6)

Proforma - B3 - EXPENDITURE FOR NEW SCHEMES

Demand No.

Name of the HOD:

Administrative Department of Secretariat: Name of the New Scheme:

(Rupees in Lakhs)

REVENUE EXPENDITURE

Major head, Sub-Major head Minor head, Detailed headand Sub- detailed head of Appropriation	Revised Estimates 2019-20	Budget Estimates 2020-21	Justification
(1)	(2)	(3)	(4)

CAPITAL EXPENDITURE

Major head, Sub-Major head Minor head, Detailed head and Sub- detailed head of Appropriation	Revised Estimates 2019-20	Budget Estimates 2020-21	Justific ation
(1)	(2)	(3)	(4)

Note: Indicate G.O Number and date of the new scheme sanctioned.

Proforma - C

PROFORMA FOR FURNISHING INFORMATION ON PHYSICAL TARGETS AND ACHIEVEMENTS

Name of the HOD:

Administrative Department of Secretariat:

Name of the Scheme	Physical Targets Fixed		Physical Targets Achieved		Physical Targets Proposed		Remark s
	2017-18	2018-19	2017-18	2018-19	2019-20	2020-21	

Proforma- D

FORMD- 7

[See rule 6]

STATEMENT OF ASSETS

	Assets at the beginning of the reporting year	Assets acquired during the reporting year	Cumulative total of assets at the end of the reporting
	Book Value (Rs. crores)	Book Value (Rs. crores)	Book Value (Rs. crores)
Financial assets: Loans and advances Loans to Local Bodies Loans to companies Loans to others Equity Investment Shares Bonus shares Investments in GoI dated securities/Treasury Bills Investments in 14-day Intermediate Treasury Bills Other financial investments (please specify) **Total**			
Physical assets: Land Building – Office/Residential Roads Bridges Irrigation Projects Power projects Other capital projects Machinery & Equipment Office Equipment			

Notes:

1. Assets above the threshold value of Rupees two lakh only to be recorded.
2. Reporting year refers to the second year preceding the year for which the annual financial statement and demands for grants are presented.
3. The Statement in respect of physical assets is to be prepared based on asset register maintained by the Government. The value to be indicated would be book- value, i.e. acquisition cost netted for depreciation/impairment.

Proforma - E

Form D - 8

[See rule6]

TAX REVENUES RAISED BUTNOT REALISED

(Principal taxes)

(As at the end of the reporting year)

		Amount under disputes (Rs. crore)					Amount not under disputes (Rs. crore)					Grand Total
Major Head	***Description***	Over 1year but less than two years	Over 2 years but less than 5 years	Over 5 years but less than 10 years	Over 10 years	Total	Over 1year but less than two years	Over 2 years but less than 5 years	Over 5 years but less than 10 years	Over 10 years	Total	
	Taxes on Income & Expenditure											
	Agricultural Income Tax											
	Taxes on Professions, Trades, callings and employment											
	T axes on Property and capital al Services											
	Land Revenue											
	Stamps and Registration fees											
	Urban immovable property tax											
	T axes on Commodities and Services											
	Sales Tax											
	Central Sales Tax											
	Sales Tax on Motor Spirit and Lubricants											
	Surcharge on Sales Tax											
	State Excise											
	Taxes on Vehicles											
	Other Taxes											
	TOTAL											

Note: *Reporting year refers to the second year preceding the year for which the annual financial statement and demands for grants are presented.*

Proforma - F

Form D - 9
[See rule 6]
Statement of Miscellaneous Liabilities: Outstanding

(Rs. crore)

Sl.No	Name of the scheme	Head of account under which the scheme is sanction	Execution period	Agreement value	Expenditure incurred up to October -2019	Balance to be paid
(1)	(2)	(3)	(4)	(5)	(5)	(6)

Proforma - G

PROFORMA FOR FURNISHING OF BUDGET ESTIMATES FOR MINOR WORKS AND MAJOR WORKS

1. MINORWORKS

(Rupees in Lakhs)

Description of Work	Estimated cost	Expenditure to the end of previous year	Budget Estimate 2020-21	Remarks *(whether sketch plans and approximate estimates have been prepared and approved by competent authority)*
1	2	3	4	5

2. MAJORWORKS

(Rupees in Lakhs)

Name of Work	Estimated cost	Expenditure to end of previous year	Budget Estimate of current year	Revised Estimate of Current year	Budget estimate of ensuring year	Remarks
1	2	3	4	5	6	7

PROFORMA – VII

PAYMENTS OF RENTS TO HIRED BUILDINGS (140/141-RENTS, RATESAND TAXES)

Estimating Officer :
Major Head :
Sub-Major Head :
Minor Head :
Group subhead :
Subhead :

(Rs. In Lakhs)

Sl. No	Item (Description of Hired Building &Village/Town/ City located and District)	Area of the Building	Rent per Sq. ft.	Sanction Proceedings	Monthly Rent Payable to the building owner	Annual Rent	Arrears if any of previous years	Total amount required
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	GRAND TOTAL							

Sl. No	Item (Description of Government Building& Village/Town/ City located and District)	Area of the Building	Rates & Taxes assessed by the Local Bodies	Details of Sanction Proceedings issued by Competent Authority	Arrears if any of previous years	Total amount required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	GRAND TOTAL					

TOTAL AMOUNT REQUIRED UNDER 140/141 - RENTS, RATES &TAXES

= Statement-I + Statement-II

PROFORMA – VIII

PAYMENTS OF HIRING CHARGES FOR PVT. VEHICLES (130/134-HIRING OFPVT . VEHICLES)

Rs. in Lakhs

Estimating Officer
Major Head
Sub-Major Head
Minor Head
Group subhead
Subhead

Sl. No	Name of the Officer& Designation using the vehicle	Sanction Proceedings	Monthly Hiring Charges	Annual Hiring Charges	Arrears if any of previous years	Total amount required
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	GRAND TOTAL					

PROFORMA - IX

DETAILS UNDER 240/241- PETROL, OIL, LUBRICANTS & 510/511-Maintenance of Motor Vehicles

Estimating Officer :
Major Head :
Sub-Major Head :
Minor Head :
Group Subhead :
Sub Head :

(Rs. In Lakhs)

Sl. No	Description of The Government Vehicle with Vehicle Number	Name of the Officer & Designation using the vehicle	Petrol / Diesel requirement as per eligibility (No. of Liters per month)	Amount Required under 240/241-POL	Amount Required under 510/511-Maintenance of Motor Vehicles
(1)	(2)	(3)	(4)	(5)	(6)
	GRAND TOTAL				

PROFORMA - X

(To be filled by HOD only)

DETAILS OF LOANS, REPAYMENTS AND INTERESTPAYMENTS(MAJOR HEADS : 2049 / 6003 / 6004)

Estimating Officer :

Sl. No	HOA	Description of the Loan	Date of Sanction of Loan	Lending Agency	Amount of the loan	Rate of Interest (%)	Mode of Repayment	Outstanding Loan as on 1.4.2020	Amount required during the year towards Principal Repayment	Amount required during the year towards Interest payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
							(Monthly/ Quarterly/ Yearly)			
		GRAND TOTAL								

LIST OF OBJECT HEADS (REVISED)

DH/ SDH	Description
010	**Salaries**
011	Pay
012	Allowances
013	Dearness Allowance
014	Sumptuary Allowance
015	Interim Relief
016	House Rent Allowance
017	Medical Reimbursement
018	Encashment of Earned Leave
019	Leave Travel Concession
020	**Wages**
021	Part Time Contingent Employees
022	Full Time Contingent Employees
023	Daily Wage Employees
024	Hourly Wage Employees
030	**Overtime Allowance**
031	Overtime Allowance
032	Night Duty Allowance
040	**Pensionary Charges**
041	Pensions
042	Gratuities
043	Medical Reimbursement
050	**Rewards**
051	Rewards
052	Awards
053	Trophies/Mementoes
060	**GIA Salaries**
061	GIA Pay
062	GIA Allowances
063	GIA Dearness Allowance
065	GIA Interim Relief
066	GIA House Rent Allowance
067	GIA Medical Reimbursement
068	GIA Encashment of Earned Leave
069	GIA Leave Travel Concession
070	**Work Charged Establishment Salaries**
071	WC Pay
072	WC Allowances

DH/ SDH	Description
073	WC Dearness Allowance
075	WC Interim Relief
076	WC House Rent Allowance
077	WC Medical Reimbursement
078	WC Encashment of Earned Leave
090	**Arrear Pensions**
091	Arrear Pension
093	Arrear DA
094	Arrear IR
100	**Arrear Salaries**
101	Arrear Pay
102	Arrear Allowance
103	Arrear DA
105	IR Arrear
106	Arrear HRA
110	**Domestic Travel Expenses**
111	Travelling Allowance
112	Bus Warrants
113	T.A./D.A. to Non-Official Members
114	Fixed Travelling Allowance
115	Conveyance Allowance
116	TA/DA to Work Charged Employees
120	**Foreign Travel Expenses**
121	Foreign Travel Expenses
122	Foreign Travel TA/DA to non-official members
130	**Office Expenses**
131	Service Postage and Telephone
133	Water and Electricity Charges
134	Hiring of Private Vehicles
135	OE – Consumables/Stationery
136	OE – Maintenance/ Minor Repairs
137	OE – Administrative Expenses
138	OE – Internet Charges
139	OE – Mobile Services/ Call Charges

DH/ SDH	Description
140	**Rents, Rates and Taxes**
141	Rents, Rates and Taxes
150	**Royalty**
151	Royalty
160	**Publications**
161	Publications
162	Purchase of Books, Magazines and Periodicals
170	**Training**
171	Training/Course Fees
172	Training Expenses – Employees
173	Honorarium to Trainers/Payment to Trainers
174	Meetings/Workshops Expenses
175	Departmental Training Programs to Employees
176	Department Training programs to non-employees
177	Exposure Visits
200	**Other Administrative Expenses**
201	Conferences, Seminars
202	Functions & Events
203	Hospitality & Entertainment
204	Protocol Expenses for Dignitaries
205	Accommodation & Travel (Non-employees)
206	Investigation Expenses
207	Medical Expenses (Non-Employees)
210	**Supplies and Materials**
211	Materials and Supplies
212	Drugs and Medicines
213	Purchase of Office Hardware & Peripherals
214	Fee of Software Licenses
215	AMC Charges – Hardware
216	AMC Charges – Software
217	Purchase of Furniture & Fixtures
218	Transportation of Materials
219	Software Development
220	**Arms and Ammunition**
221	Arms and Ammunition
230	**Cost of Ration/Diet Charges**
231	Diet Charges
232	Cooking Charges
233	Ration Charges
234	Cook-cum-Helpers

DH/ SDH	Description
240	**Petrol, Oil and Lubricants**
241	Charges towards Office Vehicles
242	Charges towards Other purposes
250	**Clothing, Tentage and Store**
251	Clothing
252	Providing Uniforms
253	Stitching Charges
254	Shoes
255	Tentage Charges
256	Store Charges
260	**Advertisements, Sales and Publicity Expenses**
261	Advertisements – Print Media
262	Advertisements – Electronic Media
263	Outdoor Advertisements
264	Sponsorships/Publicity
265	Promotional Expenses
266	Trade Fairs
270	**Minor Works**
271	Minor Works
272	Maintenance
274	H.T.C.C Charges
275	Buildings
278	Emergency Repairs
280	**Professional Services**
281	Pleaders Fees
282	Payments to Home Guards
283	Payments to Anganwadi Workers
285	Sanitation Workers
286	Honorarium to V.R.A's
287	Payments to Direct Individual Professionals
288	Individual Professionals engaged – 3rd party
289	Service Based Professional Services
290	**Other Professional Services**
291	Payments to Asha Workers
292	Payments to Archakas
293	Payments to Village Volunteers
294	Payments to Ward Volunteers
295	Payments to Tribal Community Health Workers
296	Payments to Gopalmitras

DH/ SDH	Description
297	Honorarium/Lump sum Salary to Nominated Posts/Advisors
300	**Other Contractual Services**
301	Individual Contract Employees
302	Outsourcing Employees through agencies
303	TA/DA to Contract Employees
304	Contract Services through 3rd party firms
310	**Grants-in-Aid**
311	Grants-in-Aid towards Salaries
312	Other Grants-in-Aid
313	Per-capita Grants
314	Seigniorage Grants
315	TA/DA to GIA Employees
316	Payments to Beneficiaries in Calamities/Notified Events
317	Ex-gratia Payments (Accidental Death / Compassionate Appointments)
318	Obsequies Charges
319	Grants for Creation of Capital Assets
320	**Contributions**
321	Contributions towards CPS
322	Contributions towards EHS
323	Other Contributions
330	**Subsidies**
331	Subsidies to Individual Beneficiaries
332	Subsidies to Organizations
333	Incentives to Individual Beneficiaries
334	Incentives to Organizations/Industries
340	**Scholarships and Stipends**
341	Maintenance Fees (MTF)
342	Reimbursement of Tuition Fees (RTF)
343	Stipends
344	Other Scholarships
350	**Scheme/Project based Assistance**
351	EAP – Organizations
352	EAP – Beneficiaries
353	Payment to WUA - Para Workers
354	3rdParty Consultancy Works

DH/ SDH	Description
355	Training and Exposure Visits
360	**Fees, Fines & Refunds**
361	Accreditation Fees
362	Fees paid for Services
363	Fines
364	Refunds
410	**Secret Services Expenditure**
411	Secret Services Expenditure
430	**Suspense**
431	Purchases – Dr.
432	Stock – Dr.
433	Miscellaneous P.W. Advances – Dr.
434	Workshop Suspense – Dr.
450	**Interest**
451	Interest towards OMB
452	Interest towards NABARD
453	Interest towards EAP
454	Interest towards REC/PFC
455	Interest towards NCDC
456	Other Interest Payments
500	**Other Charges**
501	Compensation (Non – R&R)
502	R&R Cash Benefits
504	Cosmetic Charges
510	**Motor Vehicles**
511	Maintenance of Office Vehicles
512	Purchase of Motor Vehicles
520	**Machinery and Equipment**
521	Purchase of Machinery & Equipment
522	Purchase of Tools & Plants
523	Repairs & Maintenance to Machinery & Equipment
530	**Major Works**
531	Major Works
532	Lands (Non R&R)
533	Buildings
535	Price Adjustment
536	R&R Works
537	Land Acquisition for R&R Works
540	**Investments**
541	Investments
560	**Repayment of Borrowings**
561	Repayment of Borrowings

DH/ SDH	Description
630	**Inter Account Transfers**
631	Inter Account Transfers
640	**Write Off and Losses**
641	Write Off
642	Losses
700	**Deduct – Recoveries**
701	Receipts and Recoveries on Capital Account
702	Receipts and Recoveries due on Tools and Plants
703	Suspense Credits
704	Purchases – Cr.
705	Stock – Cr
706	Miscellaneous P.W. Advances – Cr.
707	Workshop Suspense – Cr.
711	Karnataka Share
732	Deduct – Share recovered from Karnataka Electricity Board
733	Deduct – Royalty recovered from Karnataka Electricity Board

DH/ SDH	Description
800	**User Charges**
802	User Charges – Transport Facility
803	User Charges – Travelling Allowance
804	User Charges – Utility Payments
806	User Charges – Advertisements, Sales and Publicity Expenses
807	User Charges – Maintenance
811	User Charges – Materials & Supplies
812	User Charges – Petrol, Oil & Lubricants
814	User Charges – Purchases
815	User Charges – IT Related Purchases
816	User Charges – IT Related Services